

**NONAPPROPRIATED FUND POSITION
MORALE WELFARE AND RECREATION DEPT.
NEWPORT, RHODE ISLAND 02841
MERIT PROMOTION PROGRAM
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

POSITION: RECREATION AID/GYM
NF-0189-01-00

ANNOUNCEMENT NO. NAVSTA 023-04

DATE OPENED: 5 MARCH 2004

CLOSING DATE: OPEN REGISTER

LOCATION: RECREATION SERVICES
ATHLETIC DIVISION
NAVSTA NEWPORT
NEWPORT, RI 02841

AREA OF CONSIDERATION: OPEN

NOTE: CATEGORY OF EMPLOYMENT: FLEXIBLE (0-40 HOURS)

DUTIES: ANSWERS PATRONS' QUESTIONS CONCERNING FUNCTIONS IN THE GYMNASIUM. VERIFIES THE IDENTIFICATION OF ALL PERSONS ENTERING THE FACILITY. PATROLS THE GYM BOTH INSIDE AND OUT, CIRCULATING AMONG THE PATRONS TO MAINTAIN GOOD ORDER AND TO PREVENT DAMAGE TO THE FACILITY AND EQUIPMENT. MAY ASSIST WITH; CONDUCTING EVENTS, ISSUING EQUIPMENT AND GEAR, OPERATING A CASH REGISTER, PERFORMING MAINTENANCE ON EQUIPMENT AND ASSISTING IN CLEANING AND MAKING FACILITY READY FOR USE. CHECKS FACILITY FOR SECURITY, REPORTS FIRES OR FIRE HAZARDS, AND MAY USE FIRE EXTINGUISHER TO PUT OUT SMALL FIRES. PERFORMS FIRST AID IN THE EVENT OF AN ACCIDENT TO A PATRON OR EMPLOYEE AND CALLS THE MEDICAL FACILITY FOR ASSISTANCE WHEN NECESSARY. MAY RELIEVE OTHER GYMNASIUM PERSONNEL AS APPROPRIATE. PERFORMS OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS: MUST HAVE A RECORD OF DEMONSTRATED EXPERIENCE THAT SHOWS THE ABILITY TO: (1) FOLLOW ORGANIZATIONAL INSTRUCTIONS AND DIRECTIVES THAT PROVIDE GUIDANCE FOR THE SAFE AND HARMONIOUS OPERATION OF THE FACILITY AND, (2) PROVIDE THE REQUIRED SERVICES IN A PLEASANT AND TACTFUL FASHION.

MILITARY SPOUSE EMPLOYMENT PREFERENCE: BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE. ELIGIBLE CANDIDATES MAY ASK FOR ASSISTANCE FROM THE PERSONNEL STAFF BEFORE SUBMISSION OF APPLICATION.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTORS.

SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT ELECTRONIC FUND TRANSFER PROGRAM WHICH IS THE STANDARD METHOD OF PAYMENT WITH MWR FOR PAY OF PERSONNEL.